



The Seattle Public Library

MEMORANDUM

March 1, 2011

To: Dolly Small, City Purchasing Contracting Equity Program Manager
Janet Credo, City Budget Office Library Analyst

From: Lin Schnell, Interim City Librarian
Marilynne Gardner, Chief Financial and Administrative Officer
Dan Baer, Financial Services Manager

Subject: **The Seattle Public Library's 2011 WMBE Plan**

This memo outlines The Seattle Public Library's 2011 WMBE plan. It reflects the Library's continued commitment to increase participation of women and minority owned businesses in Library contracts. The Library's 2011 WMBE participation goal reflects a 10% aspirational improvement over 2010 year-end utilization percentages.

Department Representative:

The Library's 2011 WMBE plan representative is Daniel Baer, Financial Services Manager. Dan can be reached at 386-4112.

Background:

The largest recurring purchases by the Library occur in three areas: library books/materials, data processing equipment and library-specific supplies. The highly specialized nature of most of these purchases makes boosting WMBE participation challenging. In 2010, close to 50% of the Library's total non-personnel payments went to library books and materials (CDs, DVDs, research databases, etc). The majority of purchases were from large book jobbers who are able to offer greater price discounts and value added services (materials pre-processing, bibliographic records, cataloging and electronic catalog linking) in addition to workflow efficiencies from order consolidation. Purchases of specialized library-specific operating supplies such as book jackets, RFID tags, DVD/CD cases and miscellaneous labels are primarily available from specialized library supply companies and cannot be acquired from regular office supply vendors. The Library also purchases data processing equipment acquired under inter-local purchasing contracts. Unfortunately, there are no WMBE firms available under these contracts.

After excluding library books/materials, data processing equipment and library-specific supplies, the Library's 2010 WMBE participation rate was 9.87%, with a total of \$350,000 expended with 41 WMBE vendors. The Library has been most successful in placing orders for printing services, janitorial supplies, and computer supplies with WMBE vendors. For non-contract data processing equipment purchases, the Library utilizes blanket contract WMBE businesses whenever practicable. Purchases are directed to WMBE businesses for direct vouchers if they are able to provide goods and services under relatively comparable terms (price, product availability, delivery time, service). As noted below, the Library has also had success in directing capital spending to the JOC.

2011 Goals:

The Library will aspire to increase the adjusted 2010 WMBE participation rate from 9.87% to 10.8% in 2011. This 10% increase will result in an additional \$35,000 of WMBE expenditures.

2010 non-labor expenditures:	\$7,592,306
2010 non-book related expenditures:	\$3,552,881
2010 Adjusted WMBE %:	9.87%
2011 WMBE Aspirational Goal:	10.85%

Job Order Contracting Utilization:

The Library's CIP Program has been and continues to be among the most active users of the City's job order contract. In 2010 the Library spent approximately \$650,000 with the JOC. The Library will continue to direct a large share of our major maintenance business to the JOC, but overall CIP resources are lower in 2011 than they were in 2010. Our goal is to spend at least \$300,000 with the JOC in 2011.

Department Training:

The Library's business office has reviewed 2010 expenditures with Library managers and will assist managers in identifying WMBE options for all types of purchases (blanket contract, direct voucher, consultant contracts, and construction contracts). Information about WMBE purchasing goals will be placed on the Library internal web site.

Outreach:

The Library will directly solicit bid responses from known WMBE firms. The Library plans to provide information to vendor fair participants about the opportunities for participation in upcoming projects and meeting material supply needs of the Library. The Library is interested in participating in low-cost WMBE trade shows and events.

The Library currently posts construction bid plan information to the city's E-Bid site and advertises in the Daily Journal of Commerce. The Library includes information on forthcoming purchasing, consultant and construction work projects on the Library internet website with links to the City of Seattle internet site.

Outreach Plans:

With the completion of the Libraries for All capital program, all of the library facilities are relatively new or newly refurbished. The size and scope of future projects is now smaller, focusing on ongoing major maintenance and routine maintenance/repairs.

Project-specific Aspirational Opportunities:

No specific projects have been identified.